

REQUEST FOR APPLICATIONS

COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION

FUNDING INSTRUCTIONS AND APPLICATION PACKET

Released February 20, 2001

RFA 2001-01



***Contact: Charlette Lauppe
Executive Director
570 6th Street / P.O. Box 367
Williams, CA 95987
Phone: (530) 473-3927, ext. 200
Fax: (530) 473-5990***

REQUEST FOR APPLICATIONS

February 20, 2001

Table of Contents

1. Introduction to the RFA Process	
Background on Events to Date	1
Purpose of the RFA.....	1
Description of Next Steps	1
Application Submission Information	2
2. Timeline	3
3. Application Evaluation Process	
Application Evaluation	4
Application Evaluation Criteria	5
Funding Parameters	6
Applicant Interviews and Investigation	7
Application Award/Notification of Intent to Award.....	7
Contract Award Protest Procedures	7
For More Information	8

Funding Application Format

<u>Cover Sheet</u>	1
<u>Project Narrative</u>	
Agency Capability/Qualifications.....	2
Project Description.....	2
Project Approach	2
Implementation Plan	3
Evaluation Plan.....	3
Budget/Required Resources.....	3
Optional Commission Priority Bonus Points.....	4
<u>Attachments</u>	
Implementation Plan	5
Budget Form	6
Assurances	9

1. INTRODUCTION TO THE RFA PROCESS

Background on Events to Date

In September 2000, the Colusa Children and Families Commission adopted their strategic plan for *enhancing the lives of all children prenatal to age five and their families through a countywide, comprehensive, integrated system of early childhood development*. In January 2001, the Commission issued a Request for Information (RFI), seeking to identify organizations interested in receiving funding from the Commission which could contribute to the achievement of the goals and objectives outlined in the strategic plan. The Commission used the RFI responses to determine which organizations to invite to submit complete proposals for funding consideration.

RFI responses were used by the Commission to determine the relationship between the proposed project and the strategies from the strategic plan. Only organizations whose projects or programs were directly linked to the achievement of a strategy in the strategic plan, and which were specifically invited to submit a complete proposal, are eligible to apply for funding. This packet includes all of the information needed by those selected organizations to submit a complete application for funding consideration.

Purpose of the RFA

The purpose of the RFA is to enable the Commission to collect sufficient information to allocate \$400,000 for programs or projects that implement one or more of the strategies contained in the Commission's strategic plan. All programs and projects should be consistent with the mission, vision and guiding principles outlined in the strategic plan, focused specifically on children prenatal to age five and their families in Colusa County. Only projects or programs where a direct relationship has been established to one or more strategies from the strategic plan adopted by the Commission in September 2000 will be selected for funding.

Description of Next Steps

The Commission is committed to working with organizations to develop highly successful approaches to implementing the strategies in the strategic plan. The application development process is designed to support service providers and assist them in responding effectively to this funding opportunity.

A Proposers' Conference will be conducted following the release of the RFA packet. The purpose of the Proposers' Conference is to review and, as necessary, clarify the contents of this RFA. It will be an opportunity to ask and answer questions, and clarify any ambiguities applicants may have. The Proposers' Conference will take place on February 27, 2001 from 1:00 – 3:00 p.m. at the Yuba College Career Resource Center conference room, 570 6th Street, Williams.

In addition, a voluntary Technical Assistance (TA) workshop will be offered for organizations/agencies invited to apply under this RFA. The purpose of the TA workshop is to provide in-depth guidance on how to prepare a thorough, compelling application. The TA workshop will take place on March 6, 2001 from 1:00 – 5:00 p.m. at the Yuba College Career Resource Center conference room, 570 6th Street, Williams.

A timeline for the development and evaluation of applications is included in Section 2 of this RFA. Each application received by the prescribed deadline will be evaluated using the process described in Section 3 of this RFA.

Application Submission Information

In order to be evaluated for funding, an application must be submitted so that the Commission receives it **no later than 5:00 p.m. on Friday, March 23, 2001**. One original and six (6) copies, each loosely bound with a clip, should be submitted. Faxes, e-mails and photocopies will not be accepted. Further, applications will only be reviewed for projects that were described in an approved response to the January 2001 Request for Information and for which the Commission has invited a full application.

Organizations that have been invited to apply for multiple projects should submit a separate application for each project.

The format to be used for applications is contained at the end of this RFA. **Please use this format, completing each section in the sequence listed in the RFA package.** Failure to use the prescribed format can result in an application receiving a lower score during the evaluation process and thus be less likely to receive funding. Completed applications should be organized in the following manner:

1. Cover sheet, using the form contained in the RFA package
2. Narrative, addressing the topics listed in the RFA package in the sequence indicated
3. Implementation plan attachment
4. Budget attachment
5. Agency assurances attachment
6. Nonprofit organizations should attach their IRS tax-exempt determination letter at the end of their submission as proof of nonprofit status. For-profit businesses should attach a copy of their current business license and their employer identification number.

The narrative should be submitted on 8 ½ x 11 size paper, using 1.5 line spacing and a font that is no smaller than 12 point pitch. The narrative portion of the application, **excluding the cover sheet and attachments contained in this application packet**, must be limited to 12 pages. Any pages after page 12, other than required attachments, will not be read. The format should allow 1" margins at the top, bottom, and sides. A header should be placed within the 1" margin area at the top of each page containing the name of the applicant agency, the name of the project, and the page number.

Applicants are encouraged to be as succinct as possible in writing. Quality of information is the key, not the volume of information.

All forms and attachments that require signatures must be signed in ink for inclusion in the original of the proposal package. Signature stamps are not acceptable. The five additional copies may contain photocopied signatures.

Applications should be addressed to:

Colusa County Children and Families Commission
P.O. Box 367
Williams, CA 95987
Re: Application

Proposal may also be hand delivered to the Commission's office at 570 6th Street in Williams. **Proposals received after the proposal submission deadline, regardless of postmark, will be returned unopened.**

2. TIMELINE

The table below shows the steps and timeframes for preparing applications, going through the Commission's evaluation and decision making process, and awarding contracts to organizations that have been approved for funding under this RFA process. In total, applicants have almost five weeks to prepare a solid application that clearly demonstrates how the organization can be successful in cost-effectively implementing one or more of the strategies contained in the September 2000 strategic plan.

<u>EVENT</u>	<u>DATE</u>
Release of the RFA. The Request for Applications (RFA) packet is distributed to selected organizations invited by the Commission to submit a proposal based on their letter of interest.	February 20, 2001
Proposers' Conference. A Proposers' Conference will be held to help agencies understand the requirements of the RFA and answer questions about the format of the application or other aspects of the RFA process.	February 27, 2001 1:00 – 3:00 p.m. 570 6 th Street, Williams
Technical Assistance Workshop. A voluntary TA workshop will be conducted to help agencies with preparing their application, such as how to prepare a good implementation plan and budget.	March 6, 2001 1:00 – 5:00 p.m. 570 6 th Street, Williams
Application Deadline – applications must be <u>received</u> at the Commission office by 5:00 p.m.	March 23, 2001
Evaluation of Applications. The Commission will score applications and may request interviews of agency representatives or take other steps to gather more information about the applications.	March 23 – April 20, 2001
Award Decisions and Contracts. The Commission will publish which applications will be funded, and the dollar amount of funding for each.	April 30, 2001
Appeal Period. The Commission will accept protest letters up until 5:00 p.m. on May 4 th . Protests must be in writing as outlined in Section 3.	May 4, 2001
Appeal Determination. The Commission will review appeals and conduct a public hearing to make a final determination on all appeals.	May 4 – May 18, 2001
Contract Negotiation. Written contracts will be negotiated and signed with the persons or organizations selected for funding.	May 21 – June 15, 2001
Contract Period Starts. Funding is made available for all grantees awarded funds that have accompanying contracts in place.	July 1, 2001

The Commission is committed to providing assistance and support throughout the application process. Applicants are encouraged to attend the Proposers' Conference and TA workshop, and to take full advantage of the collaborative nature of the application process by working with other agencies, asking questions and thoroughly thinking through an approach to implementing the strategy selected.

3. APPLICATION EVALUATION PROCESS

This section of the RFA explains the process and criteria that the Commission will use in evaluating applications and making decisions about which applications to fund. Other guidelines for submitting applications and participating in the RFA process are also found here.

Application Evaluation

A minimum of three Commissioners and/or independent designees of the Commission will read and score each application submitted. The scores of the three readers will be added together and divided by three to determine the overall proposal score.

Funding determinations will be based upon responsiveness to this RFA, congruence with the identified needs of Colusa County, funding availability and the specific strategies selected. Proposals found to be unresponsive for any reason may be rejected from further consideration. The Commission may request and receive additional information that assists them in understanding an applicant's proposal. They may also request an interview with the applicant to clarify the applicant's approach to a strategy. All available information will be used to determine a final score for the proposal; this final score may be different than the initial score that was assigned, in order to fully reflect all information gathered during the evaluation process.

Application Evaluation Criteria

Each proposal will be reviewed and scored based upon the adequacy and thoroughness of the response to the Commission's needs and RFA requirements.

The six weighted proposal evaluation categories are shown below, along with the maximum number of points possible. Proposal scores may range from 0 to 100 points, as follows:

<u>Category</u>	<u>Maximum Score</u>
Agency Capability and Qualifications	15 points
Project Description	15 points
Project Approach	30 points
Implementation Plan	15 points
Evaluation Plan	10 points
Required Resources/Budget	<u>15 points</u>
	100 points

A proposal must attain a final minimum score of **70 points** to be eligible for funding. Scores may be adjusted based upon interviews or the provision of additional requested material.

In addition to the 100 points noted above, the Commission may give up to ten (10) bonus points to proposals which demonstrate that Proposition 10 resources will be used to do any or all of the following: (a) attract funding from other sources so that the total monies available for early childhood development are increased, (b) build self-sustaining services, defined as services that can establish a sustainable funding stream within the next three years without relying on Proposition 10 monies, and/or (c) create multi-agency collaborations that represent a true continuum of services over proposals submitted by individual agencies that represent fragmented services.

The categories in the application were included to enable applicants to demonstrate that they have developed a comprehensive, viable approach to implementing the strategy approved by the Commission. Ideally, the application will show that the applicant has thought through all of the elements necessary to conduct a successful program or project.

Proposals will be evaluated based upon the following criteria. The criteria represent the elements that should be present within each category in order to receive a maximum point total, and therefore maximum consideration for funding.

Agency Capability and Qualifications (15 points)

Applicants, including all collaborators and subcontractors, demonstrate significant experience in conducting projects similar to the one being proposed. Key staff involved in the project are sufficiently qualified to carry out the project. The agency is clearly committed to the proposed project and shows how the project fits the organization's mission and goals. The agency demonstrates the capability to successfully collaborate with other agencies to provide services and/or improve service integration in accordance with the purpose of this RFA. Cultural and linguistic competence exists to serve the diverse populations of Colusa County.

Project Description (15 points)

The specific strategy or strategies that the organization has been approved to submit an application for are identified. The program(s) or project(s) to be conducted are clearly defined with descriptions of the services or facilities to be provided, the target population for services (who will be served), and the projected level of service to be delivered (the number of people and units of service to be delivered). Logistics such as location, hours of operation, and other such details are provided.

Project Approach (30 points)

The applicant has described how the project will be developed and implemented, including solid rationale for why the project will be successful. A thorough description is provided for how services will be delivered, including (a) any differences in service delivery based on unique characteristics of different communities or target populations; (b) how this project will integrate or coordinate with other child serving programs, enhancing access to families being served while avoiding unnecessary duplication; (c) how outreach activities will be conducted to promote the program and increase the likelihood of participation along with evidence that this approach will successfully reach the target group; and (d) how other barriers to accessing services will be addressed (e.g. barriers based on language, culture, transportation, hours of operation, and other factors). Applications involving multiple organizations explain the specific roles of each agency and show how collaborating agencies will communicate, make decisions, and work together effectively.

Implementation Plan (15 points)

An implementation plan is attached to the application that is directly related to the approach described above by outlining the tasks to be completed, timeline for completion, resources needed, and the resources to be leveraged (already available for the successful implementation of the project). It directly supports the approach described in the application, corresponds with the budget, and is realistic and achievable.

Evaluation Plan (10 points)

An evaluation plan is included that identifies the client outcomes sought by the project (changes in the behavior and/or well-being of children and families), and performance indicators that will show how the project will define and measure success. It describes the data elements that will be collected and the plan for collecting and analyzing them. It also describes who will be responsible for the data collection / analysis function, and makes adequate provision for these activities in the implementation plan and the budget request. It includes an assurance that the agency(ies) awarded contracts will cooperate with and participate in the Commission's evaluation effort for this program.

Required Resources/Budget (15 points)

The budget form is complete and accurate. The budget narrative provides a justification that demonstrates that the requested funds are necessary and sufficient to carry out the project. The funding amount requested makes sense and is reasonable for supporting the project approach, implementation plan, and level of services to be provided. The application clearly outlines the type of funds requested, the amount requested and notes other agency resources, including in-kind, that are available to support the project. Multiple sources of funding are available; the project is not wholly or largely dependent on Commission funding. The application describes how the funds requested will be distributed (grant funding and/or cost based reimbursement and/or fee-for-service on a projected basis and/or fee for service on an actual basis) and provides a rationale for the distribution method(s) selected. Organizations show proof of financial solvency.

Funding Parameters

Eligibility to Apply. Applications for funding will only be considered if the application was invited by the Commission. There are no minimum or maximum limits on the amount requested, up to the total \$400,000 available for allocation, but the request should closely reflect what was submitted in the approved Letter of Interest. Funded applicants may include nonprofit organizations, associations (including joint ventures), for-profit businesses, educational institutions, and municipalities or units of government. Nonprofit organizations are required to provide proof of their nonprofit status. For-profit businesses must have a current business license and employer identification number.

Multi-Year Funding. Applications may request funding for one, two, or three years. Funding cycles are as follows:

Year 1	July 1, 2001 – June 30, 2002
Year 2	July 1, 2002 – June 30, 2003
Year 3	July 1, 2003 – June 30, 2004

The Commission invites and may fund applications for up to three years, dependant on funding availability, the nature of the project and the ongoing satisfactory performance and reporting of the funded agency. When submitting a multiple year request, applicants should indicate the years requested on the Cover Sheet, found later in this packet. Each section of the narrative should clearly delineate any

changes between years 1, 2 and 3 of funding. Areas that may be affected by multiple year requests include implementation plans, number of clients served, budgets, the evaluation plan, and outreach efforts, for example.

Types of Requests. The Commission wants to be flexible and creative, and therefore will be open to funding many types of activities including: (a) direct services to children and families; (b) capital requests: expansion of physical space or purchase of equipment related to expansion of or improvement of services; and/or (c) systems development or capacity building efforts such as initiatives to plan and develop new services or materials, improve integration of services, increase outreach, increase technical assistance to service providers, and other such efforts.

Payment Methods. Applicants may be funded in a variety of manners including through grant funding (lump sum payment amounts at pre-defined time intervals), reimbursement for actual costs, or on a fee for service basis (payment at a pre-determined rate for the actual level of services rendered). The fund distribution methods may be blended for applicants, based upon the nature of the project, the costs associated with the project, and the present funding of the organization.

Applicant Interviews and Investigation

Organizations whose proposals attain a score of 60 points or more during the initial Commission review of applications may be asked to participate in Proposer Interviews for a final evaluation through a scheduled interview. The purpose of this stage is to allow the Commission to ask questions, follow up on issues identified in the proposal reviews, clarify written information presented by the proposer, and gain additional insight into the proposer's plans to deliver services and its capability to effectively do so. The Commission reserves the right to interview any and/or all proposers and to ask for additional information as needed, but may also elect to award or deny funds without a Proposal Interview. As noted earlier, the number of points assigned to each application may increase or decrease based on the results of the interviews and other investigation by the Commission; applications must ultimately reach 70 points to be eligible for funding.

Application Award/Notification of Intent to Award

On April 30, 2001, written notification of the Commission's intent to award funds will be faxed to all proposers. A confirming letter will be sent by U.S. mail.

Contract Award Protest Procedures

A proposer that has submitted an application may file a written Notice of Intent to Protest within five (5) working days after the "Notice of Intent to Award" has been distributed by the Commission. Protests will only be considered if received in the Commission office by 5:00 p.m. on May 4, 2001.

Protests will only be accepted based on a violation of a law, rule, regulation, or terms of this RFA. Mere disagreement with the decision of the Commission is not grounds for a protest. Protests must state the reasons, law, rule, and/or regulation or practice on which the protest is based.

Protests are to be labeled and addressed as follows:

**Colusa County Children and Families Commission
P.O. Box 367
Williams, CA 95987
Re: Protest**

The Commission will conduct a public hearing by May 18, 2001 to review any protests and to formally adopt the funding allocation decisions for the RFA. The exact date, time and location of the public hearing will be posted by May 7th. The Commission's decision on any protest or fund award will be final and not appealable.

All contracts are expected to be in place by June 15th, with funding available beginning July 1st.

For More Information

Additional information, including a copy of the countywide strategic plan adopted by the Colusa County Children and Families Commission, can be obtained from the Commission's website at <http://www.ccfc.ca.gov/colusa>. The Commission's website also contains a copy of this RFA and the related application format as Microsoft Word files that can be downloaded.

Questions about this RFA should be directed to:

Charlette Lauppe, Executive Director
Colusa County Children and Families Commission
P.O. Box 367
570 6th Street
Williams, CA 95987
Phone: (530) 473-3927, extension 200
Fax: (530) 473-5990
E-mail: clauppe@ncen.org



**COLUSA COUNTY
CHILDREN AND FAMILIES COMMISSION**

APPLICATION COVER SHEET: RFA 2001-01
(Use this form for your front cover)

Name of Lead Agency

Telephone No.

Application Contact Person / Title

Telephone No.

Agency Address

Fax No.

Physical Address(es) of Program Site for this Application, if different from above

Amount of Contract Application Request:

	July 1, 2001 – June 30, 2002	\$ _____
<i>(Leave years 2 and 3 blank unless you are submitting a multi-year proposal)</i>	July 1, 2002 – June 30, 2003	\$ _____
	July 1, 2003 – June 30, 2004	\$ _____
	Total Amount Requested	\$ _____

Name of Agency Director

Signature of Agency Director

**Name of President of Board of Directors or
Authorizing Person**

**Signature of President of Board of
Directors or Authorizing Person**

Strategic Plan Strategy Addressed by this Proposal: List the strategy(ies) you were invited to submit an application for.

Proposal Summary: Provide a title or a brief two or three sentence description of your proposed project.

1. Agency Capability and Qualifications (15 points)

In this section, demonstrate that your organization is highly qualified to conduct the program or project being proposed. Address each of the topic areas outlined below.

- Provide a brief description of your agency. Indicate if it is a nonprofit organization, association, for-profit business (and whether it is a corporation, partnership or sole proprietorship), college, university, municipality, or unit of government located or providing services in Colusa County.
- Indicate why your agency is committed to this project and how this commitment has been demonstrated. Make it clear how the strategy selected fits with your mission and goals.
- Describe your experience in conducting projects similar to the one you are proposing.
- Describe the qualifications of the key staff that will plan and carry out the project.
- Give examples of times your agency participated in collaborative efforts involving multiple agencies in the past.
- Describe the agency's cultural/linguistic competence to serve the diverse population of Colusa County.

2. Project Description (15 points)

In this section, clearly and concisely describe what you are proposing to do. Be sure to cover the following items:

- Describe the program(s), service(s) and/or facilities to be provided.
- Identify the specific strategy or strategies from the Commission's September 2000 strategic plan being implemented and how the project addresses the strategy or strategies.
- Explain who will be served, i.e. the target population for your program or project.
- Indicate the projected levels of service to be provided – how many people will benefit and how many units of service will be delivered. Define your unit of service. If the proposal is requesting funding for multiple years, statistics on projected levels of service should be provided for each year for which funding is being requested.
- Describe the location(s), hours of operation, and any other information that is important for the Commission to understand the project.

3. Project Approach (30 points)

In this section, explain how the program or project will be conducted and why it will be successful. Cover each of the topics below in your narrative.

- Describe how the project will be planned and conducted in a way that ensures that the community will receive significant benefit. As appropriate, provide more depth to the information from the Project Description section in explaining how services will be delivered in a manner that not only carries out the strategy from the Commission's strategic plan, but is likely to achieve the goals and objectives to which the strategy is linked.
- Explain how service delivery might vary, if at all, based on the unique characteristics of different communities or target populations.
- If you are applying for multi-year funding, describe why a multi-year approach is warranted and explain what activities will take place for each of the fiscal years of your request.
- Describe how this project will integrate or coordinate with other child serving programs, and how it will enhance access to families being served while avoiding unnecessary duplication.
- Describe any outreach activities you will engage in to promote the program and increase the likelihood of participation. Include appropriate evidence that this approach will successfully reach the target group(s).

- Identify potential barriers that might inhibit access to services (such as language, culture, cost, and transportation), and indicate how you propose to address these issues so that barriers to access are minimized.
- For applications involving multiple organizations, list all collaborating organizations and explain the specific roles of each agency. Show how the collaborating agencies will communicate, make decisions, and work together effectively.

4. Implementation Plan (15 points)

Please complete the Implementation Plan form provided later in this RFA package and attach it to the end of the application as Attachment 1. In the narrative, describe any startup time, recruiting, planning or development time necessary to successfully implement your project. Use the narrative to explain any aspects of your implementation plan that might be unusual or confusing to readers of your application.

5. Evaluation Plan (10 points)

In this section, describe how you – and the Commission – will know that the intended activities are being carried out and that the project is successful in making a positive difference for children and families. Carefully describe each of the following elements:

- Define the intended outcomes or results sought for clients, described in terms of changes in behavior or well-being for people being served.
- Define the performance indicators – specific statistics or measurements – that will be used to show the level of success achieved by the project.
- Describe your plan for collecting the data necessary to support the performance indicators and how that data will be analyzed. Indicate who will be responsible for the data collection/analysis function.
- If you are applying for multi-year funding, indicate if there are any differences in the planned outcomes, performance indicators, or data collection functions for each year of funding.

Information contained in the evaluation plan may serve as the basis for performance criteria that are included in the contract with organizations that are awarded funding. Applicants should understand that the Commission may require progress reports at least every six months and an annual performance report that contains data on each of the performance indicators and outcomes achieved.

6. Budget/Required Resources (15 points)

Complete the budget form and attach it to the application as Attachment 2. Guidelines for preparing the budget form are as follows:

- Applications requesting multiple years of funding must attach a separate budget for each year of funding.
- The budget should reflect the total costs to conduct the program or project. Do not submit a total budget for your organization, but rather a budget for the specific project for which Commission funding is sought.
- For applications involving multiple organizations, the budget should consolidate the costs for all participating agencies. In other words, the budget should still show a total program cost even though these costs are combined for multiple organizations.
- Be sure the budget contains all costs necessary to carry out the project, including all aspects of the implementation plan and evaluation plan.

In the narrative portion of your application, please address each of the following topics:

- Justify why the requested funds are appropriate to carry out the project, giving any specifics which you believe will help the Commission understand how you arrived at the budget numbers. Be sure to explain any large and/or unusual expense items.
- For applications involving multiple organizations, indicate how funding requested from the Commission will be allocated among each of the participating organizations. For example, if the total funding request from the Commission is \$50,000 and three organizations are participating, indicate the total dollar portion of the \$50,000 request that would be received by each of the three organizations.
- Describe the fund distribution method or method(s) you are requesting, should funds be awarded. This means how the Commission would pay you for your project or services. Grant funding means upfront payments of lump-sum dollar amounts. Cost-based reimbursement means that the Commission would pay for the actual cost of conducting part or all of the project; this method is strongly desired in particular for purchases of equipment and other physical assets. Fee-for-service reimbursement consists of arrangements where the Commission pays a pre-determined dollar amount for each unit of service delivered; for example, this could be a fixed payment per hour of child care or parent education services provided. Provide a rationale for the distribution method(s) you are requesting.
- Provide information that gives the Commission assurances of the financial solvency and stability of the organization.

7. Priority Bonus Points (OPTIONAL - up to 10 additional points)

To earn up to ten (10) bonus points, you may elect but are not required to provide specific information that demonstrates you are meeting **any or all** of the following criteria.

- a) The applicant is using funding from the Commission to attract additional funding from other sources so that the total monies available for early childhood development are increased.
- b) The project will build self-sustaining services, defined as services that can establish a sustainable funding stream within the next three years without relying on Proposition 10 monies.
- c) The project will create one or more multi-agency collaborations that represent a true continuum of services – a strong integration of services that truly provides better support for children and/or families, and not just informal working relationships or joint proposal writing.

ATTACHMENT 1

Agency Name: _____
Implementation Plan

After thinking through your approach, complete this form to show your implementation plan for the **entire** project. Note the timeline and resources needed to successfully complete the project. If there are subcontractors or collaborative agencies involved, please note who is responsible for completing each task. Tasks may include meetings, recruitment activities, orientation, conducting classes, providing direct services, communicating with partners, etc. You may duplicate this form as often as needed.

[illegible]

ATTACHMENT 2

**COLUSA COUNTY CHILDREN AND FAMILIES COMMISSION RFA
BUDGET REQUEST FORM**

Complete this form to show the budget for the **entire** project. If multiple years of funding are being requested, please complete an **additional** form for each year of funding.

Agency Name: _____

Budget period: (☒ the appropriate box)

- ☐ July 1, 2001 – June 30, 2002
☐ July 1, 2002 – June 30, 2003 (if multi -year proposal)
☐ July 1, 2003 – June 30, 2004 (if multi-year proposal)

I. PERSONNEL			Amount Requested *	Matching Amount Available **	Total Program Budget
<u>Position Title</u>	<u>Salary Range</u>	<u># FTEs</u>			
A.					
B.					
C.					
D.					
E.					
F.					
Benefits @ ____ %					
			-----	-----	-----
Subtotal - Personnel					

FTEs are Full-Time Equivalents. For example, if one staff position will spend half of their time on the project, list the position as 0.5 FTEs.

* Amount Requested indicates amounts being requested from the Colusa County Children and Families Commission under this RFA.

** List in this column all other agency funds available to support the project, excluding the amount being requested from the Commission. Place an "NS" next to any amounts that are not yet secured.

The Total Budget column should equal the sum of Amount Requested plus Matching Funds Available.

II. OPERATING EXPENSES	Amount Requested	Matching Amount Available	Total Program Budget
A. Rent and Utilities			
B. Office Supplies and Materials			
C. Telephone / Communications			
D. Postage / Mailing			
E. Printing / Copying			
F. Equipment Lease			
G. Travel			
H. Training / Conferences			
I. Consultants			
J. Subcontractors			
K. Other (please specify)			
	-----	-----	-----
Subtotal - Operating Expenses			

III. CAPITAL EXPENDITURES	Amount Requested	Matching Amount Available	Total Program Budget
<p>Capital expenditures are for purchase, construction, or remodeling of physical assets such as equipment, vehicles, buildings, and other such items. Itemize and describe any capital items requested. The Commission may require competitive bids prior to awarding contracts.</p> <p>Leave this blank if no capital funds are requested.</p>			
A.			
B.			
C.			
D.			
E.			
	-----	-----	-----
Subtotal - Capital Expenditures			

	Amount Requested	Matching Amount Available	Total Program Budget
IV. INDIRECT COSTS @ ____ % of Personnel costs			
V. TOTAL PROGRAM COSTS (total of sections I - IV)			

VI. IN KIND SUPPORT: Please identify any in-kind support that is available to this project (examples: volunteer hours, donated office space or equipment). If volunteer hours are listed, please indicate the role(s) of volunteers in the project.

VII. FUND DISTRIBUTION: Indicate how you propose to have funds distributed by the Commission to support the project. The total dollar amount in this section must match the Amount Requested column amount from section V, Total Program Costs.

	Total Dollar Amount	Unit of Service (description)	Fee per Unit of Service
A. Grant Funding			
B. Cost-based Reimbursement			
C. Fee-for-service			

Total Amount Requested			

ATTACHMENT 3 – AGENCY ASSURANCES

_____,
(APPLICANT OR ORGANIZATION NAME) hereafter referred to as "Prospective Contractor", hereby certifies:

1. Consistent with the intent of the California Children and Families Act of 1998, no monies received from the Colusa County Children and Families Commission will be used to supplant federal, state, county or other monies available to Prospective Contractor for any purpose. Monies received from the Colusa County Children and Families Commission will be used exclusively for new activities or enhancements to existing activities.
2. Unless specifically exempted, Prospective Contractor will comply with Government Code Section 12990 and California Administrative Code, Title II, Division 4, Chapter 5, in matters relating to the development, implementation, and maintenance of a nondiscrimination program. Prospective Contractor agrees not to unlawfully discriminate against any employee or applications for employment because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, gender, or age.
3. Prospective Contractor agrees not to discriminate against any applicant for services funded in part or whole by the Colusa County Children and Families Commission because of race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, sexual orientation, gender, immigration status, or age, with the exception that services intended specifically for children are to be limited to children age 0 to 5 according to the requirements of the California Children and Families Act of 1998.
4. Prospective Contractor agrees to submit data in the manner and within the timeline outlined in the Applicant's approved evaluation plan. Failure to submit data is understood to jeopardize continued or future funding of the Applicant.
5. Prospective Contractor agrees to participate in all evaluation activities required by the California Children and Families Commission, as a requirement for continued funding from the Colusa County Children and Families Commission.

The undersigned persons hereby swear that they are duly authorized to legally bind Prospective Contractor to the above-described certifications, and acknowledge that this certification executed on _____ (date) in the County of _____ is made under the penalty of perjury under the laws of the State of California.

Name of Agency Director

Signature of Agency Director

Name of Chair/President of Board of Directors

Signature of Chair/President of Board of Directors